



GSA Federal Acquisition Training Symposium

April 25 – 26, 2017
Huntsville, AL

Learn > Discuss > Connect

Interact

Janitorial & Sanitation (JanSan)

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U. S. General Services Administration
April 2017

Strategic Sourcing to Category Management

- JanSan BPAs awarded as a Strategic Sourcing Solution
 - Strategic sourcing is the structured and collaborative process of critically analyzing an organization's spending patterns
- Category Management goals
 - Increased savings
 - Reducing the number of new contracts
 - Increasing spend under government-wide management

JanSan named Best in Class

Key characteristics:

- JanSan's discounted pricing has been pre-negotiated and additional volume tier discounts are available to the government through awarded contractors, adding to the cost savings.
- Data collection enhances transparency and enables agencies to better manage expenditures and measure cost savings.
- JanSan products are required to follow many existing federal regulations, offering equipment and supplies that are AbilityOne, and compliant with federal sustainable product requirements, the Berry Amendment and Trade Agreement Act.
- Actively engaged cross-governmental commodity teams and closely managed industry partners create feedback channels to optimize the solution.

JanSan Channels

- Two core areas of concentration
 - Purchasing Channel
 - Self service solution using SmartPay2® or government-issued purchase card or purchase order to buy products from BPA contractors
 - Requisition Channel
 - Full service solution using GSA Global Supply

JanSan Purchasing Channel

Why should I use JanSan Purchasing Channel?

- Average savings of 30% on the Purchasing Channel reported for fiscal years 15 and 16
- Leveraged strategic sourcing to drive down pricing and delivery times
- Additional discounts may be available once government-wide cumulative thresholds are reached, triggered at \$6M, \$12M, \$18M, \$24M, and \$30M
 - The more customers buy through the JanSan purchasing channel, the quicker agencies will benefit from additional discounts
- GSA will use the transactional data provided by JanSan contractors to keep pricing competitive

JanSan Purchasing Channel - Scope

- The JanSan Purchasing Channel BPAs were established in 4 distinct categories:
 - **Category I:** Cleaning Compounds and Related Dispensers
 - **Category II:** Non-Motorized Cleaning Equipment and Trash Receptacles
 - **Category III:** Paper Products and Related Dispensers
 - **Category IV:** Motorized Cleaning Equipment and Accessories

JanSan Purchasing Channel - Awardees

- 15 total BPA holders: 3 large and 12 Small Business
- Contractor information available at gsa.gov/fssijansan

Contractor Name	Socio-Economic Status	Product Category			
		Cleaning Compounds	Non-Motorized	Paper Products	Motorized
Acuity Specialty Products, Inc. dba Zep Sales	O	X			
CAPP, Inc.	SB	X	X	X	
Document Imaging Dimensions	WOSB				X
Global Procurement Solutions, Inc.	SDVOSB			X	
Noble Supply & Logistics	WOSB	X	X	X	X
Premier & Companies, Inc.	SB	X	X	X	X
Shelby Distributions, Inc.	SDVOSB	X	X		
Staples Advantage dba Staples	O				X
Sterling Business Machines, Inc.	WOSB			X	
Supply Now, Inc.	SB	X		X	
The Office Group, Inc.	WOSB	X	X	X	X
TSRC, Inc. dba Frank Parsons Co- The Supply Room	WOSB			X	
W.W. Grainger, Inc.	O		X		X
WECsys LLC	SB	X	X		X
Wrigglesworth Enterprises, Inc.	WOSB				X

JanSan Purchasing Channel - Period of Performance and Contract Type

➤ Period of Performance

- Base Period: July 2014 to July 2015
- Option Years: Four one-year potential option periods

➤ BPA Against MAS

- All the regulations, laws, and government program requirements applicable to the contractor's MAS 51V, 73 and 75 Schedule Contract also will apply at the JanSan BPA order level

JanSan Purchasing Channel - Terms & Conditions

- Standard CONUS delivery 5-7 business days, FOB destination
 - OCONUS - International and delivery to Alaska, Hawaii, Puerto Rico, and U.S. territories available from contractor
 - Fees may apply
- Contractors may provide overnight, second day, and expedited (3-4 day) delivery for an additional fee
- Damaged goods are the contractor's responsibility if received in damaged condition
 - Contractors have 3 business days to send replacement items

JanSan Purchasing Channel - Terms & Conditions Continued

- 30 day returns
 - Returned items must be in original packaging
 - Restocking fees may apply
- Purchases made on behalf of the federal government are exempt from imposition of most taxes
 - BPA price includes all applicable federal, state, and local taxes
- For specific requirements such as IUID, RFID, MIL-STD-129, or agency-level restrictions
 - Include requirements within delivery orders
 - Communicate directly with JanSan BPA contractors

JanSan Purchasing Channel - Product Compliance

- Products fulfill customer regulatory requirements
 - All contractors in Categories 1, 2 and 3 are AbilityOne-authorized distributors
 - Products are Trade Agreement Act compliant
 - Sustainable products available

JanSan Purchasing Channel - Buying Options

- Customers can use GSA SmartPay2® or government-issued purchase card
 - *GSA Advantage!*
 - DoD EMALL
 - Direct from contractor operated websites, phone, fax, or brick and mortar store
- Agency contracting personnel can issue purchase orders directly to contractors if not using SmartPay2® or government-issued purchase card
- \$100 minimum order threshold
 - Customers order direct from contractors for under \$100
 - Fee may apply

JanSan Purchasing Channel - Procurement Tools

- eBuy.gsa.gov is an electronic Request for Quote (RFQ) / Request for Proposal (RFP) system designed to allow government buyers to request information, find sources, and prepare RFQs/RFPs
- Reverseauctions.gsa.gov facilitates customer requests and quote submissions off of JanSan BPAs
 - Agencies submit commodities under JanSan solution while contractors compete one-on-one through price bidding
 - Awards are made to the best value bidder

JanSan Purchasing Channel – Ordering Instructions – FAR 8.4

- **For orders at or below the micro-purchase threshold (under \$3,500)**
 - May place orders at, or below, micro-purchase threshold with any JanSan contractor that can meet agency needs [FAR 8.405-3(c)(2)]
- **For orders exceeding the micro-purchase threshold, but not exceeding the simplified acquisition threshold (above \$3,500; less than \$150,000)**
 - Place orders with the JanSan contractor that can provide the supply that represents the best value [FAR 8.405-3(c)(2)(ii)]
- **For orders exceeding the simplified acquisition threshold (above \$150,000)**
 - Place orders with the JanSan contractor that can provide the supply that represents the best value [FAR 8.405-3(c)(2)(iii)]

JanSan Purchasing Channel – Ordering from GSA Advantage!

gsaadvantage.gov

The screenshot shows the GSA Advantage! Online Shopping portal. At the top, navigation links include 'My Account', 'NSN Ordering', 'Get Quotes', 'Help', 'Register', and 'Login'. Below the header, a 'Shop by Category' dropdown menu is open, displaying a list of product categories such as 'Building & Industrial', 'Electronics & Technology', 'Facilities & Supplies', 'Furniture & Furnishings', 'Law Enforcement, Fire & Security', 'Office Equipment', 'Office Supplies', 'Office Supplies & Equipment FSSI', 'Scientific & Medical', 'Tools, Paint & Recreational', and 'Vehicles & Equipment'. A black arrow points from the 'Electronics & Technology' category to the 'Products' section of the main content area. The main content area features a large banner with the text 'ATTENTION' and 'Purchases for GSA Global Supply items will temporarily require an Activity Address Code (AAC)'. Below the banner, there are sections for 'Special Programs' (Environmental Products, Disaster Relief Products, Ability One) and 'Strategic Sourcing' (Leveraging Government buying power to get you the best value and price). A black arrow points from the 'Strategic Sourcing' section to the 'Products' dropdown menu.

GSA Advantage!®
Online Shopping

My Account | NSN Ordering | Get Quotes | Help | Register | Login

A service of the U.S. General Services Administration

Shop by Category Search Products

Products

- Building & Industrial
- Electronics & Technology
- Facilities & Supplies
- Furniture & Furnishings
- Janitorial and Sanitation Supplies
- Law Enforcement, Fire & Security
- Maintenance, Repair and Operations
- Office Equipment
- Office Supplies
- Office Supplies & Equipment FSSI
- Scientific & Medical
- Tools, Paint & Recreational
- Vehicles & Equipment

Special Categories

- Environmental Products
- GSA AdvantageSelect
- Disaster Relief Products
- Ability One Products

Go Advanced

Supply™
Government Source

ATTENTION

Purchases for GSA Global Supply items
will temporarily require an Activity Address Code (AAC)

Special Programs

- Environmental Products
- Disaster Relief Products
- Ability One

Strategic Sourcing

Leveraging Government
buying power to get you the
best value and price.

Products

Services

JanSan Requisition Channel

Why should I use JanSan Requisition Channel?

- Requisitions with GSA Global Supply are Government-to-Government transactions, a simple requisition between agencies
- Reduced acquisition workload - GSA has already satisfied all FAR requirements, including trade agreement policies, socioeconomic goals, and AbilityOne mandates
- Reduces agency risk - GSA ensures compliance

Why should I use JanSan? continued

- Global Supply leveraging strategic sourcing to drive down pricing and delivery times, and improve order visibility and customer experience
- Volume discounts -- as use increases, prices will improve even more
- Full range of ordering options - web (GSA Advantage and GSA Global Supply ordering sites), phone, and FEDSTRIP/MILSTRIP requisitions

Why should I use JanSan? continued

- Payment via DoD Activity Address Code (DODAAC), Civilian Activity Address Code (AAC), and/or Government Purchase Card.
- Use of DODAAC/AAC with requisition model has additional benefits:
 - GSA integration with DOD and civilian financial systems
 - Reduced risk of misuse of purchase cards
 - Reduced administrative burden associated with purchase card reconciliation
 - Encourages use of GSA solutions to manage agency spend -- AACs can only be used in government-to-government requisitions

JanSan Requisition Channel - Scope

- The JanSan Requisition Channel BPAs were established in 7 distinct categories:
- **Category I:** Cleaning Compounds and Related Dispensers
 - **Category II:** Non-Motorized Cleaning Equipment and Trash Receptacles
 - **Category III:** Brooms, Brushes, Mops and Sponges
 - **Category IV:** Trash Bags
 - **Category V:** Paper Products and Related Dispensers
 - **Category VI:** Motorized Cleaning Equipment and Accessories
 - **Category VII:** Personal Hygiene and Related Dispensers

JanSan Requisition Channel - Terms & Conditions

- Standard CONUS delivery 6 business days, FOB destination
 - OCONUS - International and delivery to Alaska, Hawaii, Puerto Rico, and U.S. territories available from contractor
 - Fees may apply
- Contractors may provide overnight, second day, and expedited (3-4 day) delivery for an additional fee
- No MOQ however, may be additional fee for orders under \$25

JanSan Requisition Channel - Buying Options

- Customers can use GSA SmartPay2® or government-issued purchase card or AAC
 - GSA Advantage!
 - GSA Global Supply
 - DoD EMALL

Homepage, Main Shopping page and Toolbar Overview www.gsaglobalsupply.gsa.gov

- Revamped the GSA Global Supply Homepage for easier navigation
- Main Shopping page includes popular features such as:
 - Shopping by category
 - Ability to check requisition status
 - Recent order availability for quick reordering
 - Credit card reconciliation
 - And much more!
- Main toolbar is accessible from most pages and allows a variety of account features without having to link back to the Main Shopping page

Simplified Homepage

Users are greeted with two simple options on the homepage...

The screenshot displays the GSA Global Supply homepage. The header includes the GSA Global Supply logo and the tagline 'Your Reliable Government Source' on the left, and the phone number '1-800-525-8027' on the right. The main content area is divided into three sections. The left sidebar contains a navigation menu with links: 'About GSA Global Supply™', 'About GSA', 'Request a Catalog', 'GSA Advantage!', 'Contact Us', and 'Help'. The central section features a 'Welcome to the new GSA Global Supply™ ordering site!' message, followed by a paragraph about the site's purpose and a link to contact information. Below this is a 'WHAT'S NEW?' section with several links. The right sidebar contains a 'TUTORIAL' section with a paragraph and a 'GO' button. Two red boxes highlight the 'BROWSE PRODUCTS' and 'ACCOUNT LOGIN' options on the left side of the main content area. The 'ACCOUNT LOGIN' box includes fields for 'User ID:' and 'Password:', a 'GO' button, and a note about registering or logging in.

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Your Reliable Government Source

1-800-525-8027

> BROWSE PRODUCTS
Find what you need. Now. **GO**

> ACCOUNT LOGIN
User ID:
Password: **GO**
To obtain a User ID/Password, please [register](#). If you need a reminder for an existing GSA Global Supply™/Advantage! account please [click here](#).

Welcome to the new GSA Global Supply™ ordering site!

GSA Global Supply™ is your one-stop source for all your military and agency support needs, from new Tools to Office Supplies. When you order through us, you are assured of regulatory compliance, one bill and global delivery from a reliable government source. There's no need to comparison shop thanks to requisition-based ordering. GSA Global Supply™ guarantees you easy compliance with government acquisition policies and socio-economic regulations. GSA also provides full accountability from order placement through delivery and billing. Ordering from GSA Global Supply™ has never been easier!

GSA has deployed staff in Afghanistan and Kuwait to help customers with training, order tracking and other supply and logistics tasks. Contact information for GSA staff is at www.gsa.gov/globalsupplyvoconus.

WHAT'S NEW?

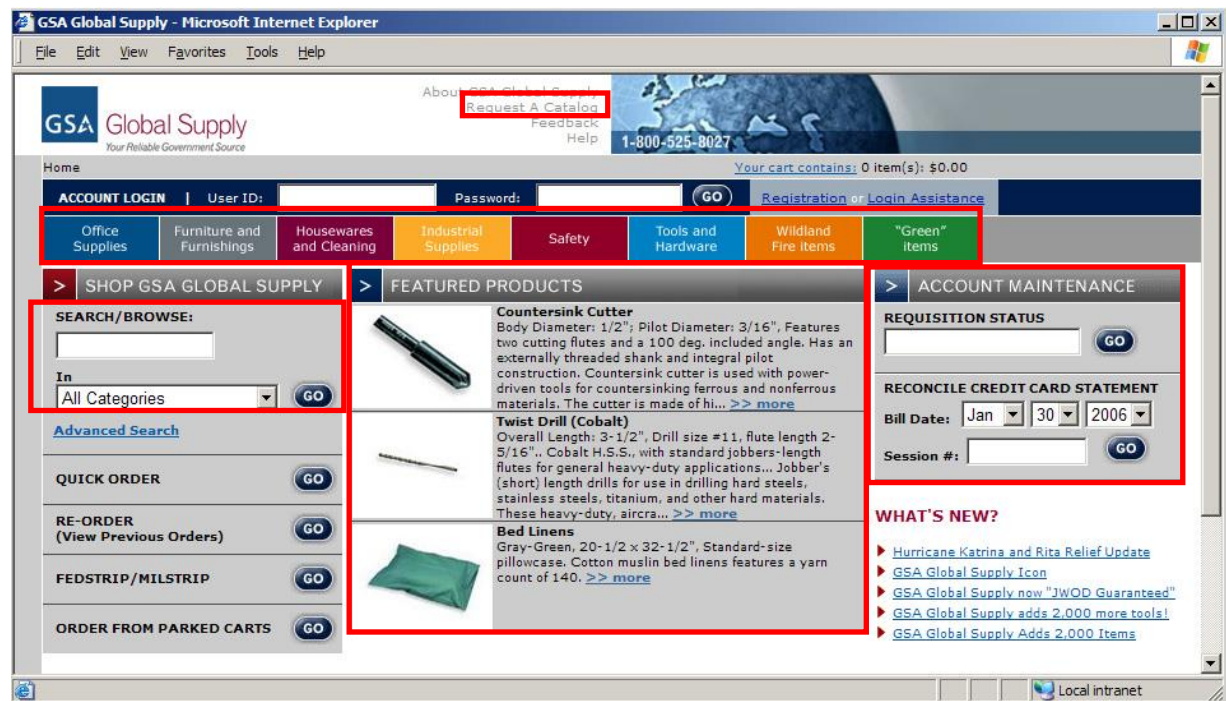
- ▶ [GSA Global Supply expands Strategic Sourcing with JanSan and MRO](#)
- ▶ [2017 Calendar Refills](#)
- ▶ [Available: 2016/2017 Office Supply Catalog](#)
- ▶ [Important changes on GSA Global Supply - Email verification](#)
- ▶ [Revised Order Acceptance Criteria](#)
- ▶ [Update on Strategic Sourcing for Office Supply NSNs](#)
- ▶ [GSA's 2016 Supply Catalog available as an electronic Flipbook](#)
- ▶ [Toner and Ink Cartridge Reference Guide](#)

> TUTORIAL
Please click on the GO button to view a tutorial on how to maximize your GSA Global Supply online experience. Topics include: registering, searching, purchasing, checking requisition status and other important GSA Global Supply features. **GO**

Main Shopping Page – Find what you need, fast.

Before you log in you can:

- Browse products by category
- Keyword search for products
- Request a catalog/catalogs
- View Featured Products
- Check on Requisition Status
- Reconcile credit card statement



Main Shopping Page – Find what you need, fast.

After you log in you can:

- Perform all logged-out activities
- View and re-order prior requisitions, quickly
- Edit Profile – Including address book and payment methods
- Place FED/MILSTRIP Orders
- Order from saved (Parked) carts or view current cart

GSA Global Supply - Microsoft Internet Explorer

File Edit View Favorites Tools Help

About GSA Global Supply
Request A Catalog
Feedback
Help
1-800-525-8027

Home Your cart contains: 0 item(s): \$0.00

[Logout](#) [Welcome Tester.](#) [Your Home](#) [Your Profile](#) [Your Cart](#) [Your Order Status](#) [Parked Carts](#)

Office Supplies Furniture and Furnishings Housewares and Cleaning Industrial Supplies Safety Tools and Hardware Wildland Fire Items "Green" Items

> SHOP GSA GLOBAL SUPPLY

SEARCH/BROWSE:

In
 All Categories [GO](#)

[Advanced Search](#)

QUICK ORDER [GO](#)

RE-ORDER

Session #	Date	Total
1305909	01/25/06	\$2,615.60
1305908	01/25/06	\$174.74
1305907	01/25/06	\$141.13

[View All Orders](#)

FEDSTRIP/MILSTRIP [GO](#)

ORDER FROM PARKED CARTS [GO](#)

> FEATURED PRODUCTS

Countersink Cutter
Body Diameter: 1/2"; Pilot Diameter: 3/16". Features two cutting flutes and a 100 deg. included angle. Has an externally threaded shank and integral pilot construction. Countersink cutter is used with power-driven tools for countersinking ferrous and nonferrous materials. The cutter is made of hi... [>> more](#)

Twist Drill (Cobalt)
Overall Length: 3-1/2", Drill size #11, flute length 2-5/16". Cobalt H.S.S., with standard jobbers-length flutes for general heavy-duty applications... Jobber's (short) length drills for use in drilling hard steels, stainless steels, titanium, and other hard materials. These heavy-duty, aircra... [>> more](#)

Bed Linens
Gray-Green, 20-1/2 x 32-1/2", Standard-size pillowcase. Cotton muslin bed linens features a yarn count of 140. [>> more](#)

> ACCOUNT MAINTENANCE

REQUISITION STATUS
 [GO](#)

RECONCILE CREDIT CARD STATEMENT
Bill Date: Jan 30 2006 [GO](#)

Session #: [GO](#)

WHAT'S NEW?

- [Hurricane Katrina and Rita Relief Update](#)
- [GSA Global Supply Icon](#)
- [GSA Global Supply now "JWOD Guaranteed"](#)
- [GSA Global Supply adds 2,000 more tools!](#)
- [GSA Global Supply Adds 2,000 Items](#)

Done Local intranet

Register/Create an Account

- You must register to place a requisition/order with GSA Global Supply
- Without an ID/Password, you **may** search items but **not** purchase them
- If you have a GSA Advantage! login name and password, you may use it on Global Supply
- If you need to create an ID/Password, please click on the “GO” link next to Shop Now
- You will be directed to the Main Shopping page where you may Register (next to customer login)



Search Results

- The Search Results page displays a listing of the items that matched your keyword search
- Click on the NSN/Product # to get detailed information on product
- You can lessen the number of results by clicking on one of the suggested categories
- Sort your results by selecting a category from the drop down menu

The screenshot shows the GSA Global Supply website interface. At the top, there's a navigation bar with links like 'Home', 'Search Results', 'Housewares and Cleaning', and 'bleach'. Below this is a search bar with 'SEARCH/BROWSE' and 'Advanced Search' options. The search results section is titled 'Search Results' and shows 'Found 35 products for Housewares and Cleaning and bleach'. A red box highlights the 'SUGGESTED CATEGORIES' section, which includes links like 'Cleaning Liquids, Powders and Sprays (10)', 'Cleaning and Wiping Cloths (9)', 'Laundry Cleaning (7)', 'Floor Care (4)', 'Fabrics, Adornments and Sewing Supplies (2)', 'Washroom Supplies (2)', 'Paper Towels (1)', 'Cooking and Serving Utensils and Accessories (1)', and 'Pails and Buckets (1)'. Below the suggested categories, there's a search bar with 'Search within results (all words)' and a 'Find It' button. The main search results table has columns for 'NSN/Mfr Part #/Product', 'Price/Delivery', 'Qty', and 'Photo'. The first row shows '6850-00-063-2843 Bleach' with a price of '\$97.94 DR 9 days' and a 'Photo' placeholder. The second row shows 'TL1-G4029381 1 GALLON BOTTLE 6/CS BLEACH' with a price of '\$27.99 EA 2-7 days' and a photo of a bleach bottle.

NSN/Mfr Part #/Product	Price/Delivery	Qty	Photo
6850-00-063-2843 Bleach Organic chlorine dry bleach is intended for direct addition to the laundry wheel in field and industrial laundry operations. Not intended as a disinfectant for water, fruit or vege... [More product details] Manufacturer: N/A Contractor: GSA Global Supply	\$97.94 DR 9 days FSSI	<input type="text"/> Add to Cart	No image available at this time
TL1-G4029381 1 GALLON BOTTLE 6/CS BLEACH 1 GALLON BOTTLE 6/CS BLEACH-KIK BLEACH6-Bleach; Form: Liquid; Container Size (fl. oz.): 128.00; Container Size (Lb.): 59.6 UNSPSC=47131807 UPC=111111111111 [More product details] Manufacturer: MSC Contractor: GSA Global Supply	\$27.99 EA 2-7 days	<input type="text"/> Add to Cart	

Search Results

- Avoid getting too many results!
- You can limit your returns by searching for a more specific term within the results
- You can also restrict your search at the bottom of the screen:
 - Limit by category
 - Limit by price range
 - Limit by product type

Global Supply™
Your Reliable Government Source

About GSA Global Supply™
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1-800-525-8027

some > Search Results > Housewares and Cleaning

Your cart contains: 0 item(s): \$0.00

Logout Welcome DONNA. Your Home Your Profile Your Cart Your Order Status Parked Carts

Computer Products Office Supplies Furniture and Furnishings Housewares and Cleaning Industrial Supplies Safety Tools and Hardware Wildland Fire Items "Green" Items Disaster Relief

SEARCH/BROWSE Advanced Search In All Categories GO

Search Results

Found 35 products for Housewares and Cleaning and bleach

Sort By: Most relevant Sort It

SUGGESTED CATEGORIES

- Cleaning Liquids, Powders and Sprays (10)
- Floor Care (4)
- Paper Towels (1)
- Cleaning and Wiping Cloths (9)
- Fabrics, Adornments and Sewing Supplies (2)
- Cooking and Serving Utensils and Accessories (1)
- Laundry Cleaning (7)
- Washroom Supplies (2)
- Pails and Buckets (1)

Search within results (all words) Find It

More "Refine" Options Page: 1 2

SEARCH RESULTS

NSN/Mfr Part #/Product	Price/Delivery	Qty	Photo
6850-00-063-2843 Bleach Organic chlorine dry bleach is intended for direct addition to the laundry wheel	\$97.94 DR 9 days	Add to Cart	No image available at this time

RESTRICT YOUR SEARCH (all entries are optional)

Price more than \$ Price less than \$ GO

Limit to

- ☐ AbilityOne mandatory items (18)
- ☐ PRIME Program items (6)
- ☐ Low volatile organic compounds (2)
- ☐ UNICOR mandatory items (1)
- ☐ BioPreferred items (1)
- ☐ FSSI janitorial/sanitation supplies (JanSan) (18)

Product Detail

- This page displays product information such as price (shipping is included), unit of issue, size, color min/max order quantity, F.O.B, etc...
- Review this information carefully and thoroughly to ensure receipt of the correct product
- If you are ready to purchase, enter the quantity desired and click "Add to Cart"

The screenshot shows the GSA Global Supply website interface. At the top, there's a navigation bar with links like 'Home', 'Logout', 'Welcome DONNA.', 'Your Home', 'Your Profile', 'Your Cart', 'Your Order Status', and 'Parked Carts'. Below this is a category menu with buttons for 'Computer Products', 'Office Supplies', 'Furniture and Furnishings', 'Housewares and Cleaning', 'Industrial Supplies', 'Safety', 'Tools and Hardware', 'Wildland Fire Items', 'Green Items', and 'Disaster Relief'. A search bar is located on the right side of the category menu. The main content area is titled 'Product Detail' and contains the following information:

> PRODUCT DETAIL	
CONTRACTOR: GSA Global Supply	
Product: BLEACH [BLEACH.LAUNDRY.ORG]	Delivery Time: 9 days
NSN/Mfr Part #: 6850-00-063-2843	Unit Price: \$97.94
Manufacturer: N/A	Discounts: 1 - 999999 \$97.94
Description: Organic chlorine dry bleach is intended for direct addition to the laundry wheel in field and industrial laundry operations. Not intended as a disinfectant for water, fruit or vegetables. 18-month maximum shelf life (extendable).	Unit: DR 50 LB
FSS1 Federal Strategic Sourcing Initiative (FSS1)	NSN #: 6850-00-063-2843
	Stock Status: Direct Delivery
	F.O.B: D
Qty: <input type="text"/>	Add to Cart

My Cart

- The My Cart screen allows you to review your current order
- Add more products by simply clicking Continue Shopping, Home or enter a keyword in the Search box (Note: your cart will not be cleared)
- When your order is complete, click Checkout to begin the checkout process

Note: If you are not logged-in when clicking Checkout you will be prompted to do so.

https://www.gsaglobalsupply.gsa.gov/advantaç

GSA - My Cart

About GSA Global Supply™
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Home Your cart contains: 1 item(s): \$979.40

Logout Welcome DONNA. Your Home Your Profile Your Cart Your Order Status Parked Carts

Computer Products Office Supplies Furniture and Furnishings Housewares and Cleaning Industrial Supplies Safety Tools and Hardware Wildland Fire items "Green" items Disaster Relief

SEARCH/BROWSE
Advanced Search In All Categories GO

My Cart


Continue Shopping

WARNING: IF YOU HAVE TO LEAVE THIS CART FOR 60 MINUTES OR LONGER, BE SURE TO PARK THE CART TO AVOID LOSING YOUR DATA.

Notes	NSN/Mfr. Part No.	Unit Price	Qty	Total Price	Item Details	Remove
JanSan NSN	6850-00-063-2843 BLEACH	\$97.94DR	10	\$979.40	Direct Delivery	<input type="checkbox"/>
				Sub Total: \$979.40		
				Cart Total: \$979.40		

Park Cart Update Cart **Checkout**

Placing an Order/Requisition (FEDSTRIP)



About GSA Global Supply™
Request A Catalog
Feedback
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1-800-525-8027

Home

Your cart contains: 0 item(s): \$0.00

Logout Welcome JOHN. Your Home Your Profile Your Cart Your Order Status Parked Carts

Computer Products Office Supplies Furniture and Furnishings Housewares and Cleaning Industrial Supplies Safety Tools and Hardware Wildland Fire Items "Green" Items Disaster Relief

SHOP GSA GLOBAL SUPPLY™

SEARCH/BROWSE:

In
All Categories

[Advanced Search](#)

QUICK ORDER


RE-ORDER

Session #	Date	Total
View All Orders		


FEDSTRIP/MILSTRIP

ORDER FROM PARKED CARTS


FEATURED PRODUCTS




30% Postconsumer Paper
Hassle-free performance in copiers, laser and inkjet printers, plain paper fax machines and multifunction machines. This 92 bright paper provides excellent print contrast. Designed to stay flat and not curl. Perfect for correspondence, as well as presentations. Paper has a 20-lb. basis weight. [>> more](#)



Paper/CD Shredder
Machine strip cuts to 1/8" and will also cut disks, CD's/ DVS's, paper clips, and credit cards. Cuts up to 24 sheets of paper per pass. Features a 10" wide top feed and a 22 gallon waste capacity. Recommended for offices with three to four users. Hardened steel rollers ensure a lasting precise cu... [>> more](#)



Ergonomic Office Chair
High back mesh back task chair with upholstered waterfall designed seat and integrated headrest. Also available with an Adjustable Headrest, see NSN # 7110-01-573-6539. Chair is fully ergonomic which allows chair to be adjusted for different tasks and individual user preferences. Office chair f... [>> more](#)



Folding Table
Rectangular bi-fold table can support 250 lbs. evenly distributed. Lightweight, easy-to-move tables are made of blow-molded plastic resin and sturdy steel frame with durable powder-coated finish. Tables are resistant to water, stains, scratches and impact. Fold-away legs allow easy storage and t... [>> more](#)

ACCOUNT MAINTENANCE

REQUISITION STATUS

RECONCILE CREDIT CARD STATEMENT

Bill Date: Jan 13 2017

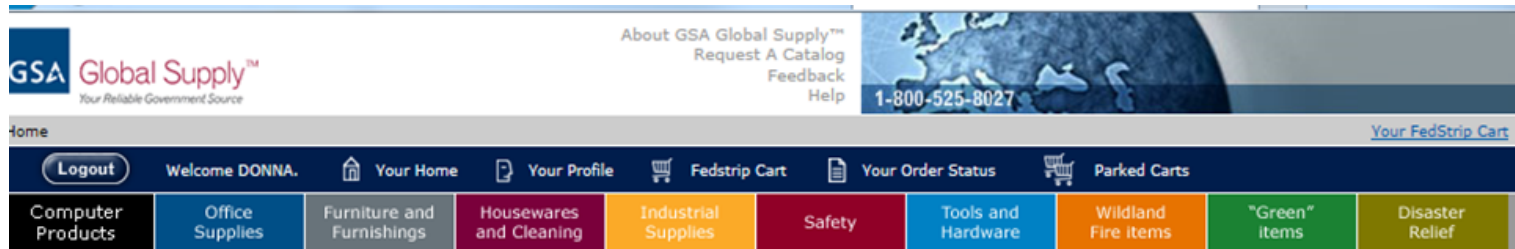
Session #:

WHAT'S NEW?

- ▶ [GSA Global Supply expands Strategic Sourcing with JanSan and MRO](#)
- ▶ [2017 Calendar Refills](#)
- ▶ [Available: 2016/2017 Office Supply Catalog](#)
- ▶ [Important changes on GSA Global Supply - Email verification](#)
- ▶ [Revised Order Acceptance Criteria](#)
- ▶ [Update on Strategic Sourcing for Office Supply NSNs](#)
- ▶ [GSA's 2016 Supply Catalog available as an electronic Flipbook](#)
- ▶ [Toner and Ink Cartridge Reference Guide](#)



Placing an Order/Requisition (FEDSTRIP) Cont'd



Instructions: In order to use FEDSTRIP Ordering on GSA Global Supply, you must have an Activity Address Code (AAC) and an AAC Password.

Activity Address Code (AAC)

AAC*

Password

[Apply For AAC](#)

[Apply for Password](#)

FEDSTRIP Screen

- “Form” is populated with info from your profile
- Fill in desired NSN and quantity
- Add lines if needed for large order
- Revise codes across top, if needed
- Top right has link to FEDSTRIP Guide for reference on codes, etc.

GSA Global Supply™
Your Single Government Source

Home | Legend | Welcome J206 | Your Home | Your Profile | Pending Cart | Your Order Status | Picked Carts | Your Feedback Card

Computer Products | Office Supplies | Furniture and Furnishings | Housewares and Cleaning | Industrial Supplies | Safety | Tools and Hardware | Aircraft Parts Access | Green Items | Chapter Relief

Instructions: Complete the necessary FEDSTRIP ordering data below. Common data has been pre-filled based upon your FEDSTRIP Profile.

- To enter exception data for a line item (i.e., mark-for, inside delivery, etc.), click [\[X\]](#).
- To request regular delivery of GSA stocked items click the "Phased Delivery" link.
- Registration Status is also available for all requisitions and is not limited to requisitions submitted through GSA Advantage! FEDSTRIP ordering.

[Click here for an expanded view. Allows you to view common data for each requisition.](#)

**** Mandatory field**

*DOC ID	*RIC	*RIS	*AAC	* Julian Date	Suppl Address	*SIG	*Fund Code	Dist Code	Proj Code	*Priority	Req Del Date	Adv Code	Add Exception
ADA	GSA	0	4751FM	7013		A	00			06			[X]

****NSN (all 13 digits) (Ex. 751000121234)**

UIC	*Qty	*Serial
		4940
		4947
		4948
		4949
		4950
		4951
		4952
		4953
		4954
		4955

Add blank lines [Add Lines](#)

[Continue](#)

Other FEDSTRIP Resources

- [Requisition Status](#)
- [FEDSTRIP Guide](#)
- [Add an AAC](#)
- [FEDSTRIP Profile](#)
- [Phased Delivery](#)

Placing an Order

- Step 1: Select Method of Payment
- If you are paying by Government Purchase Card (GPC), you may select one from your profile, or you may enter a new one
- Note: When using a GPC you may specify Line Item or Consolidated billing
- If you are using an Activity Address Code (DoDAAC/AAC), select one from your profile or enter a new one
- Click Continue to move to the next step of the checkout process

The screenshot shows a web browser window titled "Select Method of Payment - Microsoft Internet Explorer". The page is for "GSA Global Supply" and includes a navigation bar with links like "Logout", "Welcome Tester", "Your Home", "Your Profile", "Your Cart", "Your Order Status", and "Parked Carts". Below the navigation bar is a category menu with items like "Office Supplies", "Furniture and Furnishings", "Housewares and Cleaning", "Industrial Supplies", "Safety", "Tools and Hardware", "Wildland Fire Items", and "Green Items". The main content area is titled "Select Method of Payment" and contains two main sections: "PURCHASE CARD" and "ACTIVITY ADDRESS CODE".

PURCHASE CARD Section:

- Choose a Purchase card from your current Profile:
- Enter a new Purchase card:
 - Purchase Card Number:
 - Name as it appears on card:
 - Expiration Date: -Month- -Year-
 - Billing Option: Line Item Billing
 - Ordering from a catalog or brochure? Enter your catalog code below. (Fill in the catalog code from the back of your publication to help serve you better.)
 - ENTER CATALOG CODE:
 -

ACTIVITY ADDRESS CODE Section:

- Choose an AAC from your user Profile:
- Enter a new AAC:
 - AAC:
 - Password:
 - Ordering from a catalog or brochure? Enter your catalog code below. (Fill in the catalog code from the back of your publication to help serve you better.)
 - ENTER CATALOG CODE:
 -

At the bottom of the form, there are links: [Apply For AAC](#) and [Apply for a Password](#). The browser status bar at the bottom shows "Done" and "Local intranet".

Placing an Order Cont'd

- Step 2: Verify Purchase Information
- On this screen you need to verify that your shipping information and individual receiving info are accurate
- To select a different shipping address from your profile, click Edit (default is displayed)
- Any address you enter in the shipping information will be treated as a one-time use and will not be saved in your profile
- To save an address, you must enter it in your profile, by clicking Edit
- Click Continue

The screenshot shows a web browser window titled "Select Destination - Microsoft Internet Explorer". The page is for "GSA Global Supply" and displays the "Verify Purchase Information" section. The page layout includes a header with the GSA logo, navigation links, and a shopping cart summary. The main content area is divided into three sections: Customer Information, Shipping Information, and Individual Receiving Info.

Customer Information:

First Name:	Tester
Last Name:	One
Phone:	7033333333
Fax:	
Email:	expo1@gsa.gov
Agency:	General Services Administration

Shipping Information:

Agency:	GSA
Address 1:	1901 S. BELL STREET
Address 2:	SUITE 1005
City:	Arlington
State:	VA - Virginia
Zip Code:	22202

Individual Receiving Info:

Please enter the name and phone number of the individual receiving the shipping.

Name:	John Doe
Phone:	555-555-5555
Email:	john.doe@gsa.gov

The page includes buttons for "Update", "Edit", "Back to Cart", and "Continue". A message at the bottom of the shipping section states: "Click continue to proceed with address above or click 'Edit' to select an address from your address book."

Placing an Order Cont'd

- Step 3: Process Your Order
- On this page you are given a final review of your requisition
- You may also select whether it contains items for Emergency Support using the drop down menu
- Click Process Order to transmit your order to GSA Global Supply
- Please DO NOT click Back once you click Process Order as it may create a duplicate order

Process Advantage Order - Microsoft Internet Explorer

GSA Global Supply
Your Reliable Government Source

About GSA Global Supply
Request A Catalog
Feedback
Help
1-800-525-8027

Home
Your cart contains: 1 item(s): \$90.80

Logout Welcome Tester. Your Home Your Profile Your Cart Your Order Status Parked Carts

Office Supplies Furniture and Furnishings Housewares and Cleaning Industrial Supplies Safety Tools and Hardware Wildland Fire Items "Green" Items

Process Your Order

Note: If your order contains items for emergency support efforts, please identify these orders by selecting the effort in the Emergency Support column. GSA will work to expedite these orders.

The table below includes a summary of the GSA Global Supply requisition you are about to place. If your agency requires you to submit Appropriation Data with your requisition, please click on the Optional link beneath the Appropriation Data heading. To cancel the requisition below, please check the Cancel Order box and click on Process Order. (Note: this will require you to start the entire purchase process over again) To edit a single line item, please click on Back to Cart to make simple corrections. To suspend the current checkout process and save your current cart, please click on Park Cart.

Once you have reviewed and finalized your requisition, please click on the "Process Order" button to complete the transaction. Thank you for your order!

> PURCHASE ORDERS/REQUISITIONS					
PO#	Vendor	Number of Items	Order Total	Cancel Order	Emergency Support
GSA	GSA	1	\$90.80	<input type="checkbox"/>	n/a

NSN/Mfr Part #	Description	Qty	Price	Total
7530-01-398-2682	Copier Paper	10	\$9.08	\$90.80

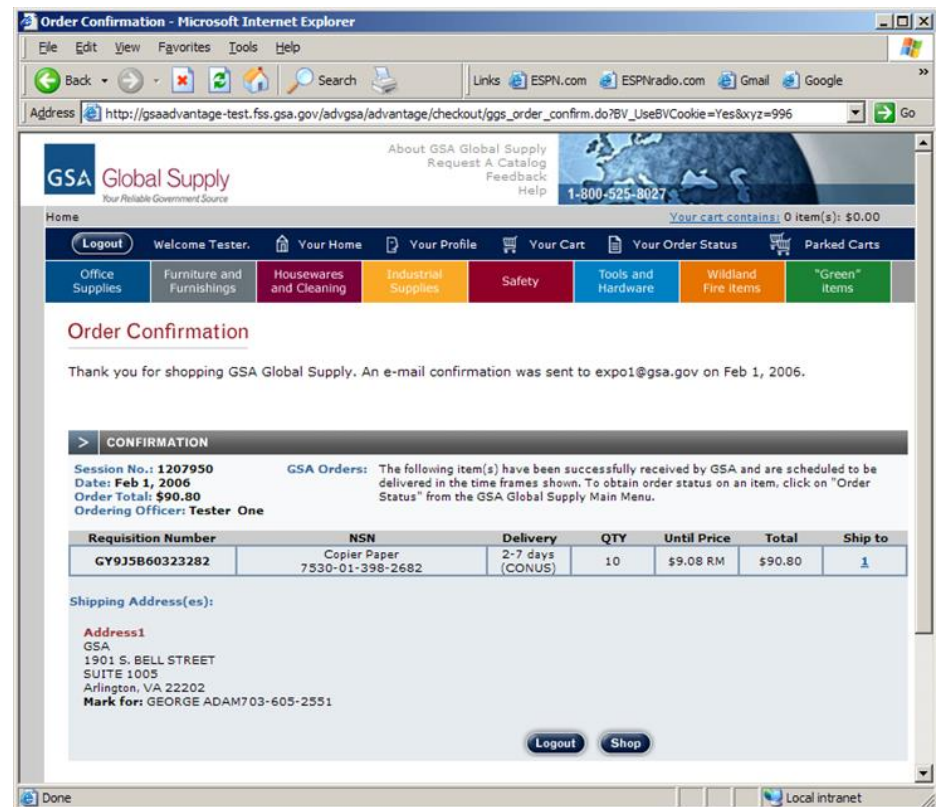
Grand Total: \$90.80

Back to Cart Park Cart Process Order

Done Local intranet

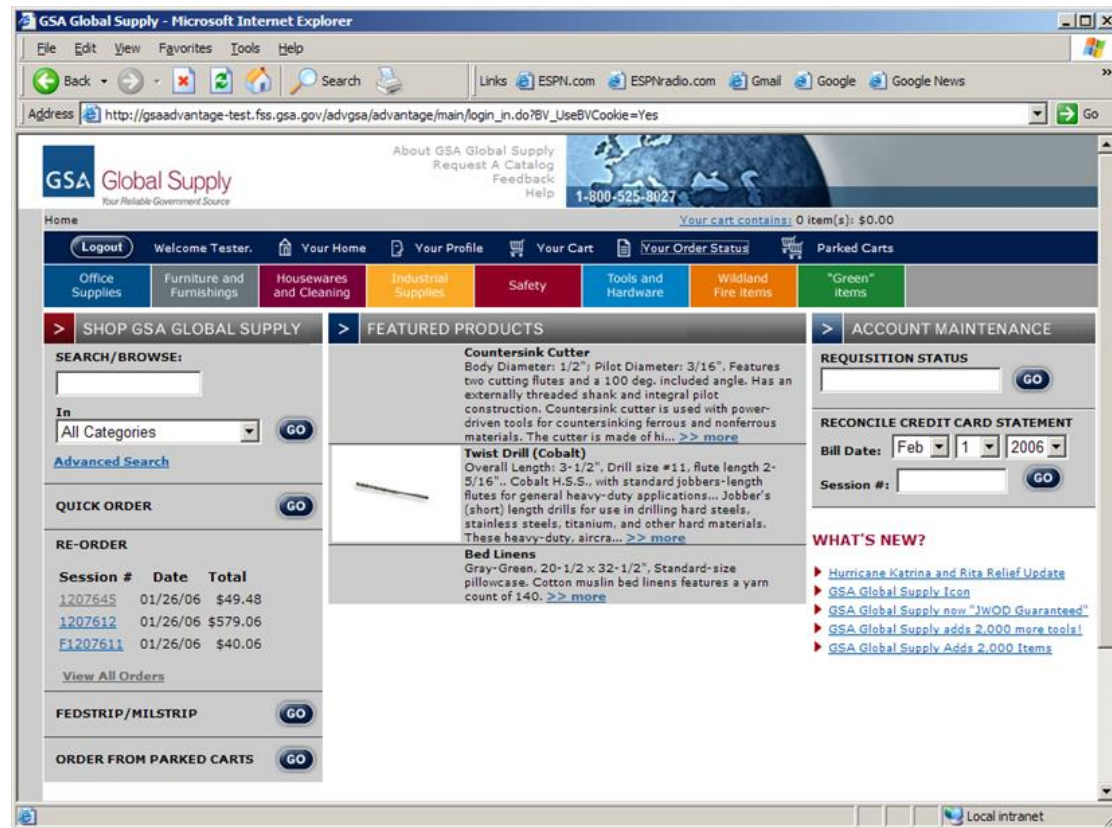
Placing an Order Cont'd

- Step 4: Order Confirmation
- Once you've submitted your order a message will appear confirming receipt of your order
- From this screen you can either log-out or go back to the Main Shopping Page by clicking on the Shop button



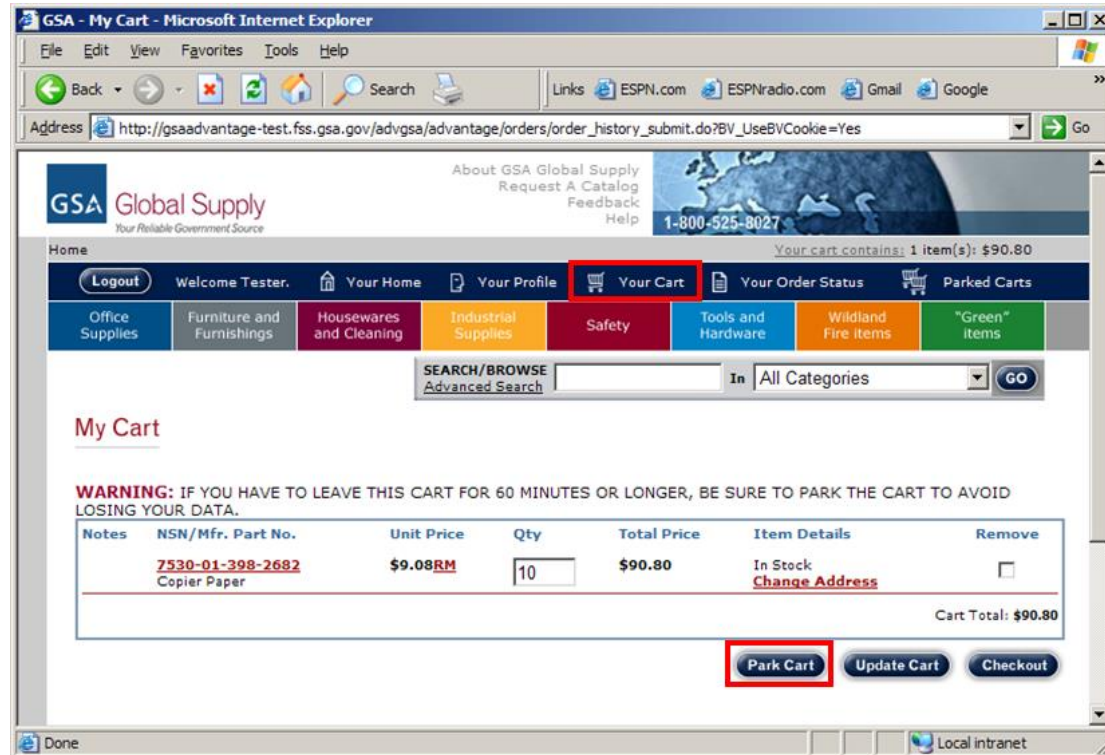
Checking Order Status

- Login using the Main Toolbar
- Click on Your Order Status in the Main Toolbar
- This will allow you to see the status of any orders placed on the GSA Global Supply site or GSA Advantage!
- To see the status of other requisitions, please enter your requisition number in the status box under Account Maintenance



Parking Carts

- “Parking a Cart” is saving a cart for later use
- You can email a Parked Cart to others or add products
- To park a cart, you must login and go to the My Cart screen, accessed from the Main Toolbar (Your Cart)
- Once you have items in your cart, click on Park Cart to save your cart for later



Quick Order

- A Quick Order is an easy way to place an order if you know the exact NSN of the product you wish to purchase
- To place this type of order, click on Quick Order (left side of Main Shopping Page)
- On this screen, simply type in each NSN you would like and the quantity desired
- From this point you can either 1.) add the NSNs and return back to the Quick Order screen or 2.) add the NSNs and proceed to the cart to checkout

Quick Order - Microsoft Internet Explorer

Address: http://gsaadvantage-test.fss.gsa.gov/advgsa/advantage/ordering/quick_ordering.do?BV_UseBVCookie=Yes

GSA Global Supply
Your Reliable Government Source

Home | About GSA Global Supply | Request A Catalog | Feedback | Help | 1-800-525-8027

Your cart contains: 0 item(s); \$0.00

Logout | Welcome Tester. | Your Home | Your Profile | Your Cart | Your Order Status | Parked Carts

Office Supplies | Furniture and Furnishings | Housewares and Cleaning | Industrial Supplies | Safety | Tools and Hardware | Wildland Fire Items | "Green" Items

SEARCH/BROWSE In All Categories

Quick Order

Quick Order is a tool for quickly placing National Stock Numbers (NSNs) into your GSA Global Supply Shopping Cart. Just enter the NSNs along with the desired quantities, then click "Add to Cart" to add the NSNs to your Shopping Cart and continue with checkout or "Continue Quick Order" to add these items and add some more items to your Shopping Cart.

NSN #	Qty	Delete
7530-01-398-2682	10	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

Local intranet

Resources

- You can reach the JanSan team directly
 - Purchasing Channel at fssi.jansan@gsa.gov
 - Requisition Channel at fssi.jansan-req@gsa.gov
- More information available at www.gsa.gov/fssijansan
- Acquisition Gateway at <https://hallways.cap.gsa.gov/login-information>
- Check out JanSan news at interact.gsa.gov
- GSA Advantage!® at <https://www.gsaadvantage.gov>
- GSA eBuy at <https://www.gsaadvantage.gov/advantage/login/eBuyLogin>
- Reverse Auctions at reverseauctions.gsa.gov

Q & A SESSION

APPENDIX

FAR 8.4 Ordering Requirements

For orders at or below the micro-purchase threshold (under \$3,500)

- May place orders at, or below, micro-purchase threshold with any JanSan contractor that can meet agency needs [FAR 8.405-3(c)(2)]
- Comparative price analysis is not required
- Not required to solicit from a specific number of schedule contractors
- Justification is not required for brand name or sole source requirements
- Ordering activities should attempt to distribute orders among BPA holders

FAR 8.4 Ordering Requirements

For orders exceeding the micro-purchase threshold, but not exceeding the simplified acquisition threshold (above \$3,500; less than \$150,000)

- Place orders with the JanSan contractor that can provide the supply that represents the best value [FAR 8.405-3(c)(2)(ii)]
- Provide each contractor a fair opportunity to be considered for each order
- Document circumstances for restricting consideration to less than all JanSan contractors offering required supplies and services
- Follow justification requirements for brand name or sole source items
- Conduct a comparative price analysis

FAR 8.4 Ordering Requirements

For orders exceeding the simplified acquisition threshold (above \$150,000)

- Place orders with the JanSan contractor that can provide the supply that represents the best value [FAR 8.405-3(c)(2)(iii)]
- Provide your RFQ to all contractors offering required supplies
- Include description of the supplies to be delivered and the basis upon which selection will be made
- Fairly consider all responses received and make award in accordance with your RFQ selection procedures
- Document circumstances for restricting consideration to less than all JanSan contractors offering required supplies and services
- Follow justification requirements for brand name or sole source items
- Conduct a comparative price analysis

Best Value

- Past performance
- Special features of supply required for effective program performance
- Trade-in considerations
- Probable life of selected item, compared with similar item
- Warranty considerations
- Maintenance availability
- Delivery terms
- Environmental and energy-efficiency considerations
- AbilityOne preference
- Trade Agreement compliance
- Agency set socio-economic goals